



Town of Smooth Rock Falls Request for Proposal RFP-01-2026

Janitorial Services – Town Hall and Community Centre



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1. Introduction

The Town of Smooth Rock Falls is inviting proposal from qualified individuals, businesses, or firms for the provision of janitorial and cleaning services for the Town Hall and Community Centre facilities.

The successful proponent will be responsible for maintaining municipal facilities in a clean, sanitary, safe, and professional condition and shall provide all labour, supervision, and expertise necessary to perform the required services.

2. Objective

The objective of this Request for Proposal (RFP) is to secure reliable, professional, and cost-effective cleaning services that will ensure municipal facilities are maintained in a clean, sanitary, and welcoming condition for employees, Council members, residents, user groups, and visitors.

The successful proponent will be responsible for providing routine janitorial services for the Town Hall, annual deep-cleaning standards while demonstrating flexibility to accommodate municipal operations and facility rental activities.

A key component of the contract will be the establishment of a positive and collaborative working relationship between the Town and the successful proponent to ensure municipal facilities continue to be maintained to a professional standard.

The information contained herein is intended to assist proponents in the preparation and submission of their proposals.

3. Scope of Services

The successful proponent shall provide all labour and supervision necessary to perform the services described herein.

The Town shall provide standard cleaning supplies, consumable products, and cleaning equipment required to perform the services unless otherwise identified in the proponent's submission.

Cleaning services at the Town Hall shall be completed outside of regular business hours unless otherwise authorized by the Town.

Town Hall – Winter Cleaning Schedule (October 1st to April 30th)

The proposal shall be based on approximately twelve (12) hours per week and shall include two comprehensive cleaning services per week, together with floor sweeping and cleaning as required between cleaning days due to winter sand, salt, and debris accumulation.

Services shall include:

- Cleaning and sanitizing washrooms;
- Dusting and wiping surfaces;
- Vacuuming carpets;
- Sweeping, mopping, and cleaning floors;
- Waste and recycling removal;
- Kitchen and lunchroom cleaning;
- General disinfecting and sanitizing;
- Spot cleaning walls, doors, and glass surfaces as required.

Town Hall – Summer Cleaning Schedule (May 1st to September 30th)

The proposal shall be based on approximately eight (8) hours per week and shall include two comprehensive cleaning services per week.

Services shall include:

- Cleaning and sanitizing washrooms;
- Dusting and wiping surfaces;
- Vacuuming carpets;
- Sweeping, mopping, and cleaning floors;
- Waste and recycling removal;
- Kitchen and lunchroom cleaning;
- General disinfecting and sanitizing;
- Spot cleaning walls, doors, and glass surfaces as required.

4. Annual Major Cleaning

Proponents shall provide separate pricing for an annual major cleaning service for the Town Hall.

The annual cleaning service should include, at minimum:

- Interior window cleaning;
- Deep cleaning of floors and carpets;
- Detailed dusting of vents, baseboards, blinds, and high surfaces;
- Deep cleaning of washrooms and kitchen areas;
- Cleaning behind and beneath movable furniture;
- Any additional services recommended for a municipal office facility.

Proponents shall clearly identify the scope of services included within their annual major cleaning proposal.

5. Community Centre Event Cleaning

The successful proponent shall provide janitorial services for the Community Centre following special events and facility rentals on an as-needed basis.

Examples of events may include weddings, stag and doe events, health clinics, community functions, meetings, and other special events.

Proponents shall provide:

- A price per event cleaning
- Details regarding what is included in the service;
- Any conditions relating to event size, timing, or additional cleaning requirements.

Typical post-event cleaning may include:

- Waste and recycling removal;
- Cleaning and sanitizing washrooms;
- Sweeping and mopping floors;
- Cleaning tables, counters, and surfaces;
- Cleaning and sanitizing of facility kitchen;
- Spot cleaning as required;
- Restoring the facility to a clean and usable condition.

The Town does not guarantee a minimum number of event cleanings per year.

6. Pricing

Proponents shall provide:

1. Annual pricing for routine Town Hall janitorial services;
2. Separate pricing for annual major cleaning services;
3. Pricing per Community Centre event cleaning;
4. Any optional services and associated costs;
5. Any additional costs not otherwise identified.

All pricing shall exclude applicable taxes.

7. Insurance Requirements

The successful proponent shall maintain throughout the term of the agreement:

- Commercial General Liability Insurance with a minimum coverage limit of Two Million Dollars (\$2,000,000) per occurrence.

Proof of insurance satisfactory to the Town shall be provided prior to commencement of services and upon renewal of any policy.

8. Security, Confidentiality and Criminal Record Checks

The successful proponent will be granted access to municipal facilities outside regular operating hours and may have incidental access to confidential municipal information.

The successful proponent shall maintain strict confidentiality regarding any information observed during the course of providing services and shall not disclose, copy, remove, or use municipal information for any purpose.

Any keys or access codes provided by the Town shall remain the property of the Town and shall be returned immediately upon request or upon termination of the agreement.

The Town reserves the right to require a satisfactory Criminal Records Check for the successful proponent and any personnel assigned to municipal facilities.

9. Health & Safety

The successful proponent shall comply with all applicable federal and provincial legislation, including the Occupational Health and Safety Act and all related regulations.

10. Independent Contractor

The successful proponents shall be deemed an independent contractor and shall not be considered an employee, agent, or representative of the Town.

The successful proponent shall be solely responsible for all applicable taxes, deductions, WSIB obligations, permits, licences, and any other statutory requirements associated with the provision of services.

11. Proponent Qualifications

Proposals are welcome from businesses, sole proprietors, or individuals capable of providing reliable janitorial and cleaning services.

Proponents should demonstrate:

- Experience providing residential, commercial, institutional, or municipal cleaning services;
- Ability to provide reliable and consistent service;
- Availability to complete cleaning outside regular business hours;
- Ability to meet the insurance requirements outlined herein;
- Reference from current or previous clients.

12. Submission Requirements

Proposals should include:

- Name and contact information of the proponent;
- Summary of qualifications and experience;
- Proposed cleaning schedule;
- Pricing information as outlined in Section 6;
- Confirmation of ability to obtain required insurance;
- References;
- Any additional information the proponent wishes the Town to consider.

13. Contract Terms

The Town anticipates entering into an agreement for an initial term of one (1) year.

The agreement may be renewed upon mutual agreement of both parties and satisfactory performance by the successful proponent.

14. Termination

The Town reserves the right to terminate any resulting agreement without cause upon thirty (30) days written notice.

The Town may terminate the agreement immediately for breach of contract, failure to maintain required insurance, unsatisfactory performance, misconduct, or any action deemed detrimental to the interests of the Town.

15. Submission Deadlines

Proposals may be submitted in person, by mail, or by email to the attention of Nathalie Vachon no later than:

Friday, June 19, 2026 at 2:00 p.m.

Submissions shall be delivered to:

Town of Smooth Rock Falls
142 First Avenue, PO Box 249
Smooth Rock Falls, ON
P0L 2B0

Email: nathalie.vachon@townsrf.ca

16. Rights Reserved

The Town of Smooth Rock Falls reserves the right to accept or reject any or all proposals and is not obligated to accept the lowest-priced proposal.

The Town reserves the right to request clarification, additional information, references, or interviews from any proponent.

The Town reserves the right to cancel, amend, or reissue this Request for Proposal at any time.

The Town shall not be liable for any costs incurred by proponents in the preparation or submission of proposals.

Appendix ‘A’ – Proposal Submission Form
Request for Proposal
Janitorial Services – Town Hall and Community Centre

Proponent Information:	
Individual/Business/Firm Name:	_____
Contact Person:	_____
Mailing Address:	_____ _____ _____
Telephone:	_____
Email:	_____
HST Number (if applicable):	_____

Pricing
Town Hall Janitorial Services - Annual Price: _____
Annual Major Cleaning Service - Price per Annual Cleaning: _____
Community Centre Event Cleaning - Per per Event: _____

References	
Reference #1	
Name:	_____
Organization (if applicable):	_____
Phone Number:	_____
Reference #2	
Name:	_____
Organization (if applicable):	_____
Phone Number:	_____

Declaration

I/We hereby declare that:

- The information contained in this proposal is accurate and complete.
- We have reviewed and understand the requirements of the Request for Proposal.
- We are able to obtain and maintain the insurance requirements outlined in the RFP.
- We agree to provide the services described in accordance with the terms and conditions of the RFP.

Name: _____

Title (if applicable): _____

Signature: _____

Date: _____